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TCS No. 2455/58 ✓
CAB No. 1 of 5

9 January 1958

MEMORANDUM FOR: Director of Operations, Project Headquarters

ATTENTION: [REDACTED]

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SUBJECT: Film Handling

1. Several instances of damaged film have been brought to my attention in recent weeks by [REDACTED]. The following summarizes action taken at HTAUTOMAT:

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a. In the first case, I gave [REDACTED] a draft instruction which was issued by [REDACTED] to all personnel. A copy is attached as Enclosure No. 1.

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b. In the other case, I directed the Files Unit to make a survey of all personnel who have used the film in question. A copy of this list is attached as Enclosure No. 2. Armed with this list, I brought the matter to [REDACTED] attention. An immediate instruction (Enclosure No. 3) was drafted and issued to all HTAUTOMAT personnel.

2. The following resume shows the status of some of the film handling procedures established in Enclosure No. 3:

a. White gloves are on order; [REDACTED] has advised me that [REDACTED] has shipped 100 pairs.

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b. Small vacuum cleaners are on order as are the static eliminators.

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3. In order to take further steps to insure that film transparencies entrusted to us are not damaged, I have written to the [REDACTED] in California requesting a gallon of Tuff Coat No. 200 for testing. It is designed to toughen transparencies, reduce emulsion scratches and eliminates film breakage.

HANDLE VIA TALENT
CONTROL SYSTEM ONLY

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A photostat of the brochure is attached as Enclosure No. 4. After tests are conducted it may be desirable to coat all transparencies on hand and all those produced in the future.


Chief, Statistical Division, OCR
HTAUTOMAT

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Enclosures:

- 1 - Draft instructions for film handling
- 2 - List of personnel
- 3 - Film handling procedure
- 4 - Brochure of Tuff Coat No. 200

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